

Adams County Library System
Board of Trustees Meeting
Thursday, September 28, 2023
Trone Memorial Library – East Berlin

Board members present: Heidi Gillis, President; Kara Boehne-Miele, Secretary (via Zoom); Rita Rice, Treasurer; Ray Schwartz (via Zoom), Rukhsana Rahman, Anna-Mae Kobbe, Julie Ramsey

Associate Trustees: Jessica Boyer and Rob Williams (via Zoom)

Trustees Emeriti: Mary Sue Cline

Also present: Brandt Ensor, Assistant Executive Director; Jeff Cann, Finance Director; Erica Duffy, Development Director; Sharon & Dave Lentzner, Littlestown Friends; Mary Lou Berg & Angie Piraino, New Oxford Friends

Excused: Genevieve Felty, Trustee; Sheila Fleischer, Vice-President; Sue Whaley, Associate Trustee, Bettie Bertram, Associate Trustee, Karen Arthur, Trustee Emeriti, Dorothy Puhl, Trustee Emeriti, Marge Keller, Harbaugh~Thomas Foundation & Cathy Dischner, Friends of the Library

Call to order: Heidi called the meeting to order at 7:00 pm.

Approval of Board Minutes – 8.24.23 – Heidi motioned to approve, and Julie seconded. All agreed and the minutes were approved.

York Adams District Update: They were asked to create a pamphlet outlining the services Adams County residents can access through their system (online sources, etc.) They were asked to compile a list of trainings that they could do for the board and possibly for library staff.

Executive Committee: Report in packet. Heidi said there is an updated board calendar that was included with the board packet. The committee reviewed the bylaws, and reviewed progress on the Strategic Plan. More on the Strategic Plan later in the meeting. Laura received her goals.

Administration/Operations Committee: Report in packet. Anna-Mae said the report is in the packet and the committee will meet again in October.

Planning and Development Committee: Report in packet. Erica said the Annual Appeal has been sent out. The Signature Event was successful and a nice event. Jeff said the net profit was \$8,700.

Board Membership and Nominating Committee: Report in packet. Kara reported that there is a motion later in the meeting to approve three potential associate trustees to include Kathleen Pratt, Lisa Malandra-Shower and Sylvan Hershey. She said the committee will meet again in October then will take a break into January.

Finance Committee: Report in packet. Rita said they are looking over the 2024 budget. Jeff reviewed the Balance Sheet and Profit and Loss.

Gettysburg Building Project Committee: Report in packet. The Library/K&W item going before the Planning Commissions for subdivision is on the agendas for Gettysburg Borough on Monday, October 16, 2023 from 7 to 9 pm and Cumberland Township on Thursday, November 9, 2023 at 5:30 pm. K&W will send someone to attend the meetings and indicated it would be good if someone from the library attends the meetings.

Executive Director's Report – Report in packet. In Laura's absence, Brandt referred to Laura's report being in the packet.

Brandt shared, that in the process of having a police officer deliver a letter to unhoused persons camping on the library's lawn, the police thought the library and grounds are public, meaning owned by the county and were very surprised to learn the library is a private 501(c)3 and the county does not own, operate or maintain the property.

Friends Groups Reports: Sharon Lentzner reported on the **Littlestown Friends** that they won 3rd place for a float in a parade. During the Littlestown Good Old Days, they gave free books to children, and the children were squealing with delight. October 20th is their annual soup sale for Chicken Corn and Beef Vegetable. They are giving candy away for Halloween, and decorating pumpkins with children.

Angie Piraino and Mary Lou Berg reported that the **New Oxford Friends** are holding a Paint Night fundraiser at Brookmere Winery in October. They are planning a fundraiser at Perkins in Gettysburg.

Old Business: Feasibility Study Update – The Building Committee approved a cost for the firm to start this process. Staff have begun compiling requested information to begin the study.

New Business: Building Committee: **MOTION TO APPROVE** the acceptance of the expenditure for HBM to proceed with design effort following revision to change 20,000 square feet to 16,000 square feet. Rita seconded the motion. After discussion, the vote was taken and everyone agreed. Motion carried.

Membership and Nominating Committee: **MOTION TO APPROVE** the acceptance of Kathleen Pratt, Lisa Malandra-Shower and Sylvan Hershey as Associate Trustees. Anna-Mae seconded the motion. The vote was taken and everyone agreed. Motion carried.

Executive Committee distribution of updated Calendar from Board Manual.

Strategic Plan: Heidi reviewed Quarter 3, 2023 Action Items Reports.
Quarter 4, 2023 Action Items – Heidi asked each committee to review their goals.

Brandt said that about 45 computers need to be replaced. He also added that we are going back to a five-year plan to make certain this doesn't happen again.

Heidi remarked that this would be a good grant opportunity. \$24,000 a year for the next three years. We also need to establish more regular communications with the commissioners as part of our annual update to donors. We are seeking partnerships. We need to develop a PR campaign.

Mission Moment: Rita said they attended a book club for kids and the kids got to keep the books. The kids were delighted!

Public Comment Period: No public comments. No discussion.

Adjournment: Heidi asked for a motion to adjourn. Rita motioned, and Anna-Mae seconded. All were in favor and the meeting was adjourned at 7:45 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be October 26, 2023 at 7 pm at the New Oxford Library.